



DATA PROCESSING MANAGER II  
DEPARTMENTAL PROMOTIONAL SPOT FOR  
SACRAMENTO  
FINAL FILING DATE: FEBRUARY 15, 2007

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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|--|--|-----------------|---|---|-----------------|---|
| DEPARTMENTAL PROMOTIONAL SPOT FOR              | HEADQUARTERS – SACRAMENTO<br>Candidates may only establish eligibility in <u>this</u> location.  |                 |   |   |                 |   |
| WHO MAY APPLY                                  | COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation by the final filing date.   |                 |   |   |                 |   |
| HOW TO APPLY                                   | <p>Applications (STD 678) must be <b>RECEIVED OR POSTMARKED</b> no later than the final filing date. <b>FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED.</b> Applications postmarked <b>AFTER THE FINAL FILING DATE</b>, personally delivered or received via interoffice mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</b></p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation<br/>Exam Services (MS 86)<br/>P.O. Box 168036<br/>Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation<br/>1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor<br/>Sacramento, CA 95816<br/>(916) 227-4788</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <b><u>NOT</u></b> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.</p> |                 | FILE BY MAIL:   | Department of Transportation<br>Exam Services (MS 86)<br>P.O. Box 168036<br>Sacramento, CA 95816-8036 | FILE IN PERSON: | Department of Transportation<br>1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor<br>Sacramento, CA 95816<br>(916) 227-4788 |
| FILE BY MAIL:                                  | Department of Transportation<br>Exam Services (MS 86)<br>P.O. Box 168036<br>Sacramento, CA 95816-8036  | FILE IN PERSON: | Department of Transportation<br>1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor<br>Sacramento, CA 95816<br>(916) 227-4788 |   |                 |   |
| REASONABLE ACCOMMODATION                       | If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857.   |                 |   |   |                 |   |
| SALARY RANGE                                   | \$5657 - \$7219  |                 |   |   |                 |   |
| QUALIFICATIONS APPRAISAL INTERVIEW             | It is anticipated that qualifications appraisal interviews will be held during March/April 2007.   |                 |   |   |                 |   |
| REQUIRED IDENTIFICATION                        | Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.   |                 |   |   |                 |   |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p><b>NOTE:</b> All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>   |                 |   |   |                 |   |
| MINIMUM QUALIFICATIONS                         | <p><b>Either I</b></p> <p>One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.</p> <p><b>Or II</b></p> <p>Five years of progressively responsible experience in EDP system design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.)</p> <p><b>and</b></p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>  |                 |   |   |                 |   |
| ADDITIONAL DESIRABLE QUALIFICATIONS            | In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the "Scope" of this specification and to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes courses in public administration.  |                 |   |   |                 |   |
| SPECIAL PERSONAL                               | Demonstrated ability to act independently with flexibility and tact.   |                 |   |   |                 |   |

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

CHARACTERISTICS

**POSITION DESCRIPTION** A Data Processing Manager II is the second level of management in a medium to large EDP organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP functions or may (1) direct a large unit of analysts or programmers, or (2) direct a combination of EDP functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP organization, or (4) direct the computer operations of a large to very large EDP organization serving multiple departments.

**EXAMINATION INFORMATION** This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

- A. Knowledge of:**
- 1. Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.
  - 2. Employee supervision, training, development and personnel management.
  - 3. Current computer industry technology and practices.
  - 4. Principles of data processing systems design, programming, operations, and controls.
  - 5. State level policies and procedures relating to EDP.
  - 6. The Department's goals and policies.
  - 7. Department's Affirmative Action Program/Equal Employment Opportunity objectives.
  - 8. A manager's role in the Affirmative Action Program/Equal Employment Opportunity and the processes available to meet affirmative action objectives.
- B. Ability to:**
- 1. Develop and evaluate alternatives, make decisions and take appropriate action.
  - 2. Establish and maintain priorities.
  - 3. Effectively develop and use resources.
  - 4. Identify the need for and assure the establishment of appropriate administrative procedures.
  - 5. Plan, coordinate and direct the activities of a data processing staff.
  - 6. Make effective use of interdisciplinary teams.
  - 7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems.
  - 8. Present ideas and information effectively, both orally and in writing.
  - 9. Consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language.
  - 10. Gain and maintain the confidence and cooperation of others.
  - 11. Effectively contribute to the department’s affirmative action objectives.

**ELIGIBLE LIST INFORMATION** A departmental promotional spot eligible list will be established for the Department of Transportation in **Headquarters – Sacramento**. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**CAREER CREDITS** Career credits are not granted in promotional examinations.

**VETERANS PREFERENCE POINTS** Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4788, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 8-498-7858 or TTY (916) 227-7857 / Calnet 8-498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.